

OIT 0902-87

25 November 1987

MEMORANDUM FOR: Information Management Officer, DCI Area  
Information Management Officer, DA  
Information Management Officer, DI  
Information Management Officer, DO  
Information Management Officer, DS&T

STAT FROM:   
Chief, Information Resources  
Management Division, OIT

SUBJECT: Annual Records Inventory - FY 1987

STAT 1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1987. We have included the volume figures reported in FY 1986 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD,  by 15 January 1988.

2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

STAT 3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to   
SIAI  Additional blank  
STAT forms are available in IMB,

Attachments:  
As stated

STAT

DDA/OIT/CSG/IRMD/IMB

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Distribution:

- 1 - Each addressee w/att.
- 1 - IRMD Chrono wo/att
- Original - IMB Subject w/att
- 1 - IMB Chrono wo/att
- 2 - OIT/REG wo/att